

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS04612482  
POSITION NO: 242107  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 09/12/16  
CLOSING DATE: 09/23/16

**Case Worker**

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DEPARTMENT NAME / WORKSITE: Navajo Children and Family Services/St. Michaels, Arizona

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WORK DAYS: <u>MON - FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB57A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>22,131.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>10.64</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

The incumbent will have constant public contact via telephone, fax and correspondence with various tribal, federal and state child welfare agencies; conducts assessments, consults with the Supervisor and completes referrals to appropriate child welfare agencies; works with and receives guidance from the Senior Social Workers and the Supervisor on active cases in completing case documentation, such as, assessments, case plans, narratives, case file set up, gathering necessary case information completion of DSS application for services, update on child tracking, update family profile and/or contact with relatives on possible placement through correspondences; establishes and maintains an open line of communication with clients and/or other service providers so they are kept informed of case progress; completes follow-up on pending cases recommended for closure by contacting clients and/or state child welfare agencies, court personnel and/or Attorneys; completes correspondences to clients, courts and other service providers; coordinates with Senior Social Worker in developing case plans and writing correspondence; monitors and maintains listing of Unit case files by inputting data on a monthly and quarterly basis; coordinates transition of cases with Senior Social Worker, State Social Worker, Court staff and others to ensure an effective and smooth transition from one provider to another; assess and provide recommendations to Senior Social Worker and/or Supervisor in the appropriate services to be provided; conduct home visits for the purpose of obtaining confidential information, interviewing clients, compiling documents and monitoring child placements; compiles and assists Unit staff with compilation of monthly statistical reports; assists in transporting of children, parents for the State on as needed basis; coordinates with the NN Office of Vital Records to provide necessary client information to enroll Navajo children with the Navajo Nation; attends trainings, workshops, conferences and/or monthly staff meetings; in the absence of clerical staff, provides support services to the Unit staff.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year experience providing social services and human services.

**Special Requirements:**

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Ability to communicate effectively in the English language; ability to prepare required reports and maintain confidential records; ability to interpret program procedures and apply them to specific case situations and skills in dealing with people.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**